

DEPARTMENT: MENTAL HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 20, 2016

MENTAL HYGIENE PRACTITIONER

DISTINGUISHING FEATURES OF THE CLASS: These duties require the performance of mental health counseling in helping patients with social, emotional and related difficulties associated with their disability. The work is performed within prescribed routines with some leeway permitted in determining the scope of work to be performed in helping the patient to adjust into his/her old or new environment. Employees in this class are expected to meet with professionals of agencies in or outside of the community to obtain assistance and guidance for patients. The Mental Health Practitioner functions under the direction of a Staff or Supervising Social Worker who may define or limit the work to be performed. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Participates in the intake and screening of new patients, evaluating and providing a diagnostic impression of the patient and his/her problems;
2. Provides individual, group and family treatment;
3. Meets regularly with supervisors to review caseload and to receive clinical supervision and direction in areas such as, but not limited to, assessment; development and implementation of treatment; individual, collateral and group counseling; crisis intervention; patient/client advocacy; and other associated areas;
4. Provides directed treatment services to help patients adjust to their disabilities and social environment;
5. Refers clients to other governmental and non-governmental agencies;
6. Coordinates various activity and treatment programs with other service agencies;
7. Compiles case studies, recording pertinent information;
8. Plans with the community mental health team and with community mental health agencies to relate the patient's treatment and rehabilitation program to his/her social situation prior to his discharge;
9. Collects and maintains appropriate data from various sources such as professional staff and patients' families to establish an overall approach to the solution of patients' mental and social problems;
10. Maintains information on community and health resources which can be utilized during the patient's care and subsequent to discharge;
11. Participates in the process of transfer of patients to other levels of treatment, as appropriate;
12. Participates in intensive community case management services, when assigned;
13. Provides additional clinical services appropriate to his/her license (ie: registered nurses may provide injections and nursing assessments, marriage and family therapist may provide marriage counseling, creative arts therapist may utilize creative arts interventions, etc.), when assigned;
14. Does not supervise professional staff but assigns work to clerical / support staff and coordinate work with outside agencies, when necessary;
15. Participates in crisis on-call rotation and community based evaluation, advocacy, and crisis intervention;
16. May be assigned to provide nursing supervision to a Licensed Practical Nurse if the incumbent is a Registered Professional Nurse.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices and procedures of mental hygiene social work and/or of the social factors affecting disease and disability; the ability to organize work effectively; the ability to interpret Federal, State and local laws affecting the medical and health programs; ability to prepare reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Possession of one of the following: current New York State License as a Master of Social Work, Mental Health Counselor, Marriage and Family Therapist, Creative Arts Therapist, or Psychoanalyst; **OR**
2. Possession of a provisional license as a Mental Health Counselor at time of appointment. Permanent license must be obtained within one (1) year of original appointment; **OR**
3. Possession of a limited permit to practice licensed master social work and use the title licensed master social worker. Permanent license must be obtained within one (1) year of original appointment; **OR**
4. Possession of a current New York State Registered Professional Nurse license and two (2) years of supervised nursing experience in a mental hygiene program.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated towards meeting the minimum qualifications.